

CITY OF MILPITAS
Revised: May 9, 2002
Revised: February 9, 2001
Effective: June 1985
EEOC: Officials/Admins
FLSA: Exempt
Unit: Unclassified
Physical: 3

FIRE BATTALION CHIEF

Exempt Management

DEFINITION

Under general direction from the Fire Chief and Assistant Fire Chief, perform professional, administrative, and managerial duties for the Fire Department; may serve in one of several areas such as, duty chief on an assigned shift providing highly responsible and technical staff assistance; as the training chief developing and conducting technical and organizational training programs; as the emergency services chief working with the City and community organizations/agencies in the area of disaster preparedness; or any administrative 40 hour assignment as determined by the Chief. May be required to work nights, weekends, and at off-site locations.

SUPERVISION EXERCISED

Exercise direct supervision over technical, professional, and clerical staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

Assume the responsibility as duty chief for the Fire Department.

Develop platoon personnel including prevention, training, maintenance, and public relations activities.

Respond to alarms with platoon and/or company, as required by departmental policy and assume command of operations unless relieved of command by a superior officer; Coordinate paramedic activity.

Work with other management staff to maintain, revise, and improve the overall operations of the department.

Prepare all platoon forms, reports, schedules, recommendations, and other administrative duties.

Prepare performance evaluations of company commanders and review same for all platoon personnel; schedule, supervise, train, and evaluate personnel assigned to platoon.

Develop recommendations and participate in the budget development and administration process.

Research and prepare reports for presentations; maintain records and manuals; develop and revise programs as assigned.

May assume command of the Fire Department in the absence of the Fire Chief or Assistant Chief; providing command staff officer responsibilities; respond to alarms with platoon and/or company, as required by departmental policy and assume command of operations unless relieved of command by a superior officer.

Perform other related duties as assigned.

When Assigned as Fire Battalion Chief—Office of Emergency Services:

Plan, develop, and implement all emergency preparedness planning activities for the City including staff training and community education programs; develop and manage emergency planning including data collection and analysis, prepare State and Federal reports and maintain OES documents and records; develop and present disaster preparedness programs to the public and City staff; serve as the City's representative to County and Regional Emergency Planning and Preparedness committees and organizations; liaison to volunteer organizations during a disaster; assist schools, medical facilities, business and industry in the preparation of Emergency Plans; and perform other related duties as assigned.

When Assigned as Fire Battalion Chief—Training:

Direct the activities of the training program for Fire Department personnel—coordinate and conduct training instruction programs for Fire Department management and staff; coordinate joint training exercises with other jurisdictions; select and evaluate training and reference materials; schedule and assign training sessions; attend conferences, seminars, meetings, and workshops on fire training; research and prepare training materials; keep abreast of current trends; and perform other related duties as assigned.

QUALIFICATIONS

Knowledge of: Modern fire suppression, prevention, and administration principles, methods, practices and techniques; sound principles and practices of personnel deployment, supervision, scheduling, evaluation, employee development and training; fire apparatus, equipment, tools, devices, facilities and their proper utilization, maintenance requirements and methods; techniques utilized in budget development and administration, equipment procurement and maintenance; standard procedures and policies of the City and Fire Department.

Ability to: Make sound decisions and direct operations at the scene of an alarm; plan, organize and coordinate the work of subordinate personnel; communicate clearly and concisely, verbally and in writing; establish and maintain cooperative working relationships with supervisors, peers, and subordinates; Effectively interpret, implement and enforce provisions of Federal and State laws, City and departmental rules, regulations and policies, labor negotiation agreements and all other pertinent regulations and policies; administer and evaluate suppression, prevention, and emergency medical programs; make policy and budgeting recommendations.

EXPERIENCE AND EDUCATION

Experience: Seven (7) years of progressively responsible work experience in fire suppression and prevention, including two (2) years experience as a Captain in a Municipal Fire Department which is equivalent to a Milpitas Fire Captain in qualifications, responsibility and experience.. (Time served in an “Acting Fire Captain” position will not be counted towards the two-year Fire Captain experience requirement.)

Education: Associate of Arts degree (60 semester units) in Fire Science, Fire Administration or Public Administration, with major coursework in fire suppression, prevention, training and supervision. **License or Certificate:** Possess and maintain an appropriate valid California Driver’s License throughout employment. **Required:** Within one year of appointment must possess ICS 400 certification AND successful completion of State Fire Marshal Fire Command 2A, 2B and 2C courses.

Note that applications which do not indicate that the applicant meets these Experience and Education requirements will be rejected.

City Manager

Date